

SUBJECT: Reordering State Mortgage Forms

TO: Rural Development State Directors

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is being issued to reiterate the procedures to be used when reordering a State Mortgage form from the National Office.

COMPARISON WITH PREVIOUS AN:

This AN updates AN 3397 dated April 30, 1998 which expired on April 30, 1999.

IMPLEMENTATION RESPONSIBILITIES:

Per RD Instruction 2006-B, ' 2006.64 (a), the following guidance is to be used to reorder legal series forms when the State Office inventory of a particular legal series form reaches a 6-month supply. The State Director will:

- (1) Obtain from the Regional Attorney or Attorney-in-Charge a memorandum approving any changes in the form, or continued use without change.
- (2) Forward the memorandum from the Regional Attorney or Attorney-in-Charge to the National Office, with any recommendations from the State Director. Indicate the quantity on hand in the State Office, the estimated annual usage, and the date the new supply will be needed.

Once this request is received in the National Office, the form will be cleared through the applicable program areas and the Office of General Counsel. Finally, the form will be printed through the Government Printing Office and distributed to the State Office. This entire process takes approximately 6 weeks to complete.

EXPIRATION DATE:
October 31, 2001

FILING INSTRUCTIONS:
Preceding RD Instruction 2006-B

When a mortgage form is revised, the State Office will, if necessary, retain a small supply of the old form for servicing cases as required by State law.

All requests for mortgage reorders should be addressed to Tracy Gillin, Regulations and Paperwork Management Branch, STOP 0742, 1400 Independence Ave. SW., Washington, DC 20250-0742. If you have any questions regarding this issue, please contact Tracy Gillin at 202-692-0039.

(Signed by Leonard Hardy Jr.)

LEONARD HARDY JR.
Deputy Administrator for
Operations and Management

Sent via electronic mail on 10-17-00 at 2:44 p.m. by SSD.